

DOMESTIC LIMITED LIABILITY COMPANY FILING CHECKLIST

Company Name

- Check name for availability – 602-542-3230.
- Attach copy of Trade name Certificate, Assignment if applicable, or attach completed [name attestation form](#).

Articles of Organization

- Indicate the proposed name of the company.
- Indicate the street address of the registered office in Arizona. May be in care of the address of the statutory agent (*if agent, cannot be a P.O. Box.*)
- Indicate the name and address of the statutory agent (*cannot be a P.O. Box.*)
- Indicate the latest date on which the limited liability company must dissolve, if applicable.
- Indicate if management is reserved to the members or vested in a manager(s).
 - If reserved to the members, indicate the name(s) and address(es) of the members.
 - If vested in a manager, indicate the name(s) and address(es) of the manager(s) AND the member(s) who own 20% or greater interest in the capital or profits of the company.
- Affix a signature. The signature need not be by a member or manager.
- Affix signature of statutory agent (*acknowledge acceptance*).

Fees

- Attach check for filing fee. \$50.00. Additional \$35.00 for expedited services. Made Payable to the Arizona Corporation Commission.
- Execute check.

Publication

- You must publish a copy of your Articles of Organization in a newspaper of general circulation in the county of the known place of business in Arizona, for three (3) consecutive publications. **Do not publish until documents have been approved.**
- File Affidavit of Publication with the ACC.